



PAROLE AGENT II, YOUTH AUTHORITY (SPECIALIST)
PAROLE AGENT II, YOUTH AUTHORITY (SUPERVISOR)
Final Filing Date: February 18, 2010

PROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:

DEPARTMENT OF CORRECTIONS AND REHABILITATION (**excluding** Prison Industry Authority **and** California Prison Health Care Services [Plata])

WHO SHOULD APPLY **COMPETITION LIMITED TO STATE EMPLOYEES**
Applicants must have a permanent civil service appointment with the Department of Corrections and Rehabilitation **OR** must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; **OR** 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; **OR** 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

NOTE: Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or **In person with:**
Department of Corrections and Rehabilitation **Department of Corrections and Rehabilitation**
Office of Workforce Planning and Selection **Office of Workforce Planning and Selection**
P.O. Box 942883 **1515 "S" Street, Room 522-N**
Sacramento, CA 94283-0001 **Sacramento, CA 95811-7243**
(916) 322-2545 **(916) 322-2545**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Workforce Planning and Selection.

If you meet the entrance requirements for **Parole Agent II, YA (Specialist)** and **Parole Agent II, YA (Supervisor)**, you may file for one or more examination(s) on a single application. However, you must list the examination title(s) of each examination you wish to file for. You will only be considered for acceptance into the examination(s) that you have listed on your application.
NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS **February 18, 2010**, is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason. All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during **May/June 2010**.

SALARY RANGE(S) **As of: November 10, 2009.**
Parole Agent II, Youth Authority (Specialist)
Range A: \$6,686 - \$8,121
Range J: \$7,020 - \$8,527
Parole Agent II, Youth Authority (Supervisor)
\$7,187 - \$8,731

MINIMUM QUALIFICATIONS **FOR BOTH CLASSES**
Either I
One year of experience in the California state service performing the duties of a Parole Agent I, Youth Authority, or a Casework Specialist, Youth Authority.
Or II
Experience: Two years of experience in social casework with a caseload of youthful offenders; or two years supervising social caseworkers with a caseload of youthful offenders. (One year of graduate education in sociology, psychology, criminology, or in a recognized school of social work may be substituted for one year of the required experience.) **and**
Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for not more than two years of the required education on a year-for-year basis.)
Special Personal Characteristics: Interest in the rehabilitation of youthful offenders; ability to gain the confidence of youthful offenders; willingness to travel and to perform work requiring irregular hours; satisfactory record as a law-abiding citizen; tact; emotional stability and maturity; reliability; and neat personal appearance.
NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

MINIMUM
QUALIFICATIONS
(CONTINUED)

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

EXAMINATION
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

BOTH CLASSES

- A. **Knowledge of:**
1. Principles, techniques, and trends in rehabilitation, parole, and social casework

2. Methods used and problems involved in the supervision and rehabilitation of youthful offenders

3. Causes, extent, and treatment of juvenile delinquency

4. Organization and functions of the Youthful Offender Parole Board and the Department of the Youth Authority

5. California laws relating to youthful offenders

6. The Youth Authority Act

7. Court decisions affecting the rights of parolees

8. Placement, probation, and parole services to youthful offenders

9. Employment conditions and opportunities in California and facilities available for instruction, training, and placement of youthful offenders

10. Vocational and educational counseling

11. Organizations, facilities, and services of public and private welfare and employment agencies available to youthful offenders

12. Peace officer duties and responsibilities of Youth Authority employees as defined in the Penal Code

13. Functions and procedures of State, county, and municipal law enforcement agencies
- B. **Ability to:**
1. Plan and organize the work of others

2. Analyze situations accurately and adopt an effective course of action

3. Prepare reports

4. Communicate effectively

ADDITIONAL KNOWLEDGES AND ABILITIES FOR PAROLE AGENT II, YOUTH AUTHORITY (SUPERVISOR)

- A. **Knowledge of:**
1. Principles of supervision

2. Principles and practices of administration, organization, budget, and personnel management

3. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment
- B. **Ability to:**
1. Supervise, plan, organize, direct, and evaluate the work of others

2. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment

ELIGIBLE LIST
INFORMATION

A departmental promotional eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The list(s) will be abolished **12** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A **Parole Agent II, YA (Specialist)** performs specialized and unusually responsible duties in parole or pre-parole work; counsels youthful offenders, helps them to understand their problems, and adapts the parole program to the individual; interviews friends and relatives of youthful offenders and interprets to them the pre-parole and parole program; investigates parole plans to determine acceptability; keeps informed as to the policies and standards of the Juvenile Parole Board and the Division of Juvenile Justice; develops community resources and secures the cooperation of other agencies concerned with rehabilitation and treatment of youthful offenders; makes recommendations to the Juvenile Parole Board for placement and changes in individual conditions of parole required for effective rehabilitation; investigates cases of parole violators, compiles evidence required to effect the revocation of parole, and apprehends violators for return to custody; may carry a distinctive caseload requiring special expertise; may develop specialty programs or serve as a resource specialist with respect to these programs; works closely with management to integrate and coordinate these programs within the existing structure; serves as the Department's representative in an area geographically remote or relatively inaccessible for parolees to the unit headquarters; operates a motor vehicle; trains staff and/or recommends appropriate training; performs duties related to the Interstate Compacts; conducts specialized tasks as assigned; in the absence of supervisory staff, may perform leadsperson responsibilities; may be responsible for the daily operation of a small sub office; prepares case histories; prepares correspondence and reports.

A **Parole Agent II, YA (Supervisor)** reviews parole plans to determine acceptability; keeps informed as to the policies and standards of the Juvenile Parole Board and the Division of Juvenile Justice; interprets those policies and procedures to staff; develops community resources and secures the cooperation of social, law enforcement, recreational, religious, educational, and other agencies

POSITION
DESCRIPTION AND
LOCATION(S)
(CONTINUED)

concerned with rehabilitation of youthful offenders; reviews case reports; monitors performance standards to assure compliance; evaluates institutional experience and training in terms of field placement; recommends and develops employment programs; performs duties related to the Interstate Compacts; conducts specialized tasks or investigations of parole operations as assigned; acts for the Unit Supervisor in his/her absence; operates a motor vehicle; hires or recommends the selection of subordinate employees; participates in the recruitment, training, and supervision of subordinate staff; trains and evaluates the performance of personnel and takes or effectively recommends appropriate action; prepares correspondence and reports.

Positions exist throughout the state within the California Department of Corrections and Rehabilitation.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Veteran's Preference Points and career credits are not granted in promotional examinations.

SPECIAL
REQUIREMENTS

Firearm Requirement: Any person prohibited by State or Federal law from possessing, using, having in his/her custody or control any firearm, firearm device, or other weapon or device authorized for use by the California Department of Corrections and Rehabilitation is not eligible to compete for, be appointed to, or continue employment in this classification.

Felony Disqualification: Because any person convicted of a felony is disqualified from being employed as a peace officer under Government Code Section 1029, an applicant with a felony conviction will not be accepted for this examination.

In completing the Examination Application, you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" if:

(1)

The record of such an incident has been sealed in accordance with Penal Code Sections 851.7, 861.8, 1000.5, 1203.45; or

(2)

The record of such an incident has been or can be expunged pursuant to Health and Safety Code Section 11361.5, which pertains to various marijuana offenses; or

(3)

The conviction was under Health and Safety Code Section 11557 or its successor 11366, when that conviction was stipulated or designated to be a lesser included offense of the offenses of possession of marijuana.

However, you must list the conviction if you have received a release (per Penal Code Section 1203.4 or 1203.4a or Welfare and Institutions Code Section 1179 or 1772) or a pardon (per Penal Code Section 4852.16).

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing (with the exception of the three items numbered above) information on arrests regardless of conviction, felony and non-felony convictions, and driving violations. Candidates for peace officer positions will be fingerprinted for search of local, State, and national fingerprint files to disclose any criminal record. The hiring agency uses this information to determine your suitability to become a peace officer.

Information collected for a background investigation after the examination is distinct from that required on the Examination Application (Std. Form 678) which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing the Examination Application.

Age Limitation -- minimum age for appointment: 21 years. (Applicants must state their birth date on the Examination Application.)

Citizenship Requirement: Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship. Permanent resident aliens who have not applied for citizenship will be permitted to take an examination, but cannot be appointed to a peace officer classification until they have applied for citizenship. Denial of an application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an employment application because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.

Drug Testing Requirement: Applicants for positions in this classification are required to pass a drug screening test. Use of hard drugs (e.g., heroin, cocaine, or hallucinogenic) at any time as an adult constitutes basis for disqualification from peace officer examinations. The drug screening test will be waived for Department of Corrections and Rehabilitations' employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board, Rule 213.

Pre-Employment Medical Examinations: Physical and psychological suitability examinations are conducted prior to appointment. Tests include TB skin test, urinalysis, complete blood count, blood chemistry panel, VDRL, a general physical examination, and other tests if necessary. Any limitation which restricts a person from safely performing the essential functions of the position may constitute basis for removal of the candidate's name from the eligible list.

Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

High School Equivalence for Peace Officer Classifications: Equivalence to completion of the 12th grade may be demonstrated by: 1) passing the California High School Proficiency Test; 2) passing the General Educational Development (GED) test indicating high school graduation level; or 3) possession of a degree (Associate of Arts or higher) from an accredited college. No other equivalency is accepted for Peace Officer classifications.

GENERAL INFORMATION

It is the candidate’s responsibility to contact the Department of Corrections and Rehabilitations Office of Workforce Planning and Selection at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and online at www.jobs.ca.gov/OEC/jobs/stateapp.aspx.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS